

## CITY OF McMinnville

### BUILDING DIVISION

231 NE 5<sup>th</sup> Street, McMinnville, OR 97128

Office: (503) 434-7314 FAX: (503) 474-4955

24-Hour Inspection Request Line: (503) 434-7542

### GUIDELINES FOR REQUESTING INSPECTIONS BY FAX

You may request your building inspection by FAX by following these guidelines:

#### Form can be obtained:

- In our office
- Website: [www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us). Under "City Departments" select "Building Division. You will see a link to information about faxing your request.

#### Fill out form:

- Be sure it's legible!
- Circle the day you'd like the inspection.
- ***Remember that all inspections should be ready any time after 8 a.m. or a \$47 reinspection fee may be charged.***
- If you have an a.m. or p.m. preference, please note it. While we can't guarantee your request, we will do our best.
- Circle the inspection(s) you're requesting. If what you need isn't on the list, clearly describe it in the "Comments/Notes" section.
- Use the "Comments/Notes" section for information such as Lock Box numbers and unique information.

#### Final Inspection Requests:

Remember that all projects require a final inspection. For residential, obtain electrical final approval from Yamhill County (503) 434-7516) before arranging for our final. If you are given temporary residential occupancy, all items must be completed and approved within 60 days. For commercial, you must obtain approvals from Yamhill County, and City departments (Planning, Fire, and Engineering) before our office will perform a final. If you are granted temporary commercial occupancy, all items must be completed and approved within 90 days.

#### Time Deadline:

Your request must be received by 7 a.m. to be done that business day. All requests received after 7 a.m. will be performed the next business day. The date stamp recorded on the incoming FAX will be used to determine time of receipt. It is your responsibility to be sure it has been received - most machines let you know if it was successfully sent. ***Please do not call our office to check to see if it's been received.***

**FAX (503) 474-4955**